



Palestine Technical University - Kadoorie College of Engineering and Technology Course Syllabus



Course Title:	Technical Writing and Professional Ethics	Course Number:	12210325
Year:	2017	Semester:	Fall
Specialization:	Engineering Specializations	Designation:	Mandatory
Prerequisite(s):	English Language (2)		
Instructor:	Fathi Anayah, PhD	Office	B313 Eng.
Instructor's e-mail:	f.anayah@ptuk.edu.ps (Facebook: Dr. Fathi Anayah)		
Office Hours:	12 – 1 pm Sun. and Tues. and 11 – 12 pm Mon. and Wed.		
Class Time:	9 – 10 am Sun. and Tues. 8 – 9 am Mon. and Wed.	Class Room:	
Course description:	Nature, types, levels and style of technical writing: Common errors in usage. Formal, informal and laboratory reports. Selection and presentation of graphic aids. Statistics in technical writing, Proposal writing, presentations and CV's. Interview Techniques.		
Textbook(s):	<ol style="list-style-type: none"> 1. Gerson, S.M., 2013. Writing that works: A Teacher's Guide to Technical Writing. Kansas Curriculum Center Washburn University Topeka, KS, U.S. 2. Beer, D.F., McMurrey, D.A., 2014. A Guide to Writing as an Engineer, 4th Edition. John Wiley & Sons, NJ, U.S. 		
Other required material:	<ol style="list-style-type: none"> 1. Budinski, K.G., 2001. Engineer's guide to technical writing. ASM International, OH, U.S. 2. Wagner, E.N., 2002. Express Yourself: Writing skills for high school. LearningExpress, NY, U.S. 3. Grenier, L., 1998. Working with Indigenous knowledge: A guide for researchers. International development research centre, ON, Canada. 4. Lannon, J.M., Gurak, L.J., 2013. Technical Communication, 13th Edition. Longman, NY, U.S. 		
Electronic references	<ul style="list-style-type: none"> ✓ http://www.cws.illinois.edu/workshop/writers/es/ ✓ http://www.sussex.ac.uk/ei/internal/forstudents/engineeringdesign/studyguides/techreportwriting#1 ✓ http://cmsw.mit.edu/writing-and-communication-center/resources/writers/writing-process/ ✓ http://www.up.edu/showimage/show.aspx?file=20198 ✓ http://www.writing.engr.psu.edu/teaching_writing.html ✓ http://www.fsma.edu.br/si/edicao8/FSMA_SI_2011_2_Principal_3_en.pdf ✓ http://grammar.ccc.commnet.edu/grammar/concise.htm 		
Course objectives:	This course is presented to junior engineering students (all engineering specialties) in order to get familiar and understand the concepts of technical writing (ABET outcome c), identify common errors in technical writing (ABET outcome c), write and present engineering documents (ABET outcome g), practice ethics of professional writing (ABET outcome f) and apply techniques of job hunting (ABET outcome g).		

Intended Learning Outcomes/ILO's	<p>A) Knowledge and understanding: To recognize the difference between technical and non-technical writing</p> <p>B) Intellectual/Cognitive skills: To correct common errors and typos in technical writing</p> <p>C) Subject specialization and practical skills: To design his own curriculum vitae</p> <p>D) General and transferable skills: To interact (teach and learn) with his colleagues and write technically and properly</p>	
Topics covered and Calendar:	Topic	Week
	Communication skills	1 - 2
	Technical writing: definition and rationale	3
	Technical writing versus essays	4 - 5
	Components and traits of technical writing	6 - 7
	Guidelines of technical writing	8 - 9
	Applications of technical writing: memo, letters, e-mail, reports, presentation, proposal, graphics, etc.	10 - 13
	The job search and requirements	14
Professional ethics of technical writing	15 - 16	
Class/laboratory schedule:	2 class sessions each week; 60 minutes each.	
Grading Plan:	<p>First Exam (20 Points)</p> <p>Second Exam (20 Points)</p> <p>Project (10 Points)</p> <p>Assignments and activities (10 Points)</p> <p>Final Exam (40 Points)</p>	
General Notes: Class policies	<p>1. University regulation regarding absentees will be applied.</p> <p>2. Names will be read in the first 10 minutes anyone coming after that will be marked absent.</p> <p>3. All mobiles must be switched off during the class.</p> <p>4. Reasonable accommodations will be provided for students of special needs.</p>	
Relationship to program outcomes:		
ABET (a-k)		Program Outcomes
a		ability to apply knowledge of math engineering and science
b		ability to design and conduct experiments and ability to analyze and interpret data
c	x	ability to design system components or process to meet a need
d		ability to function in multidisciplinary teams
e		ability to identify, formulate and solve engineering problems
f	x	understanding professional and ethical responsibility
g	x	ability to communicate effectively
h		broad education to understand the impact of engineering solutions in a global and societal context
i		recognition of need and ability to engage in life long learning
j		knowledge of contemporary issues
k		ability to use techniques, skills and tools in engineering practice
Fathi Anayah, PhD		Date: 12 September 2017